



Code: 0229

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Cash Receiving and Disbursing

CLASS TITLE: CHIEF REVENUE ANALYST

CHARACTERISTICS OF THE CLASS

Under direction, performs at the technical professional level conducting complex revenue analyses of taxes, fines and fees impacting City operations, programs and services and functions as a lead worker in the analyses of city-wide revenue generating initiatives, and performs related duties as required

ESSENTIAL DUTIES

- Researches trends, monitors current revenue streams, and makes forecasts based on existing economic conditions and planned expenditures
- Conducts in-depth cost benefit analysis of awarded and proposed contracts and lease agreements to compare costs of providing or contracting required services
- Performs complex statistical and economic analyses of financial data in order to prepare revenue projections
- Assesses the impact of federal and state legislation on proposed City ordinances and funding of new or expanded programs and services
- Evaluates the status of current City resources in order to determine actual and proposed revenue available to implement new programs and services
- Prepares and reviews monthly reports generated to reflect revenue generation activities
- Monitors the City's cash balance, analyzes cash flow, and calculates reimbursements to the general fund for direct and indirect services provided
- Keeps abreast of the local economic climate, including monitoring state and county tax initiatives and City Council proceedings
- Develops and assists in the implementation of recommendations to improve revenue collection activities
- Drafts and oversees the compilation of revenue related content for inclusion in City budget publications
- May serve as project manager responsible for developing annual budget documents for the City's preliminary budget
- May oversee the work of professional staff engaged in financial analysis work

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business, Accounting, Finance, or a directly related field, plus five years of financial analysis experience evaluating revenue generating initiatives or budget management programs, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *applicable financial analysis and management principles, methods, practices, and procedures
- *applicable mathematical principles and applications, including statistical analysis
- applicable computer software packages (e.g., data management software), applications (e.g., Oracle) and city systems storing revenue data

Considerable knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- City tax rates, municipal license ordinances and fee requirements
- *budget preparation and management methods, practices, and procedures

Some knowledge of:

- *budget preparation and management methods, practices, and procedures
- *research methods and procedures
- *business and industry trends

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems

- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: January, 2011